

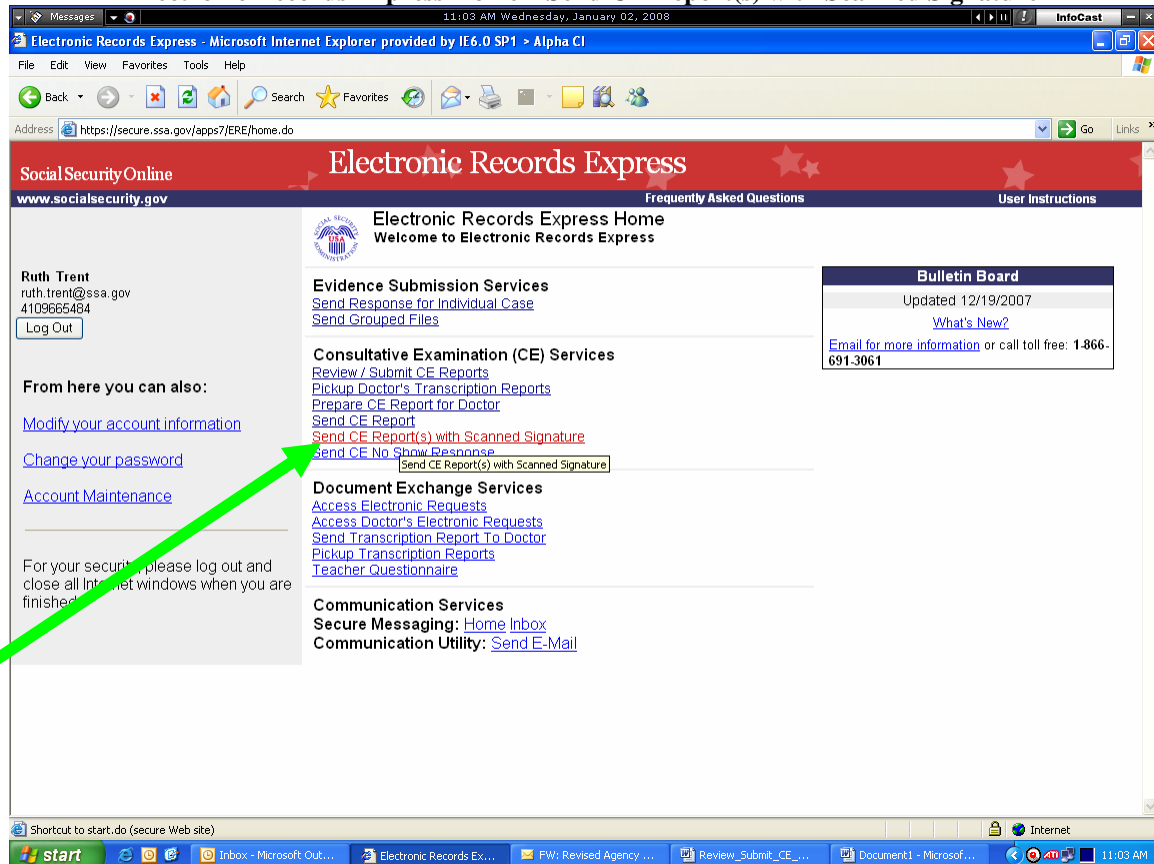
Consultative Examination (CE) Services

Instructions for Send CE Report(s) with Scanned Signature

On the Electronic Records Express Home Page, under the “Consultative Exam (CE) Services” heading, select “**Send CE Report(s) with Scanned Signature.**” This will take you to the page that allows you to submit CE Reports with Scanned Signatures on behalf of the doctor.

If the DDS sends the CE request electronically, you will not be able to respond to the request using this feature, **Send CE Report(s) with Scanned Signature.**

Electronic Records Express Home—Send CE Report(s) with Scanned Signature



Please note that only .tif, .tiff, .jpg, .bmp, .pdf, .mdi, or .zip files containing these files with a bar code on the first page are accepted. For .zip files, uploads must conform to all rules described below or the entire package will be rejected:

- The .zip file must not contain directories.
- The .zip file must be valid and should not be empty.
- The .zip file must contain only .tif, .tiff, .pdf, .jpg, .mdi, and .bmp files.

- The **.zip** file must not contain empty (zero-byte) files.
- The **.zip** file must contain one or more **.tiff**, **.tif**, **.pdf**, **.jpg**, **.mdi**, and **.bmp** files with either all enhanced barcodes or no enhanced barcodes.
- Each **.tiff** file within a **.zip** file should follow these specifications:
 - a. One **.tif** file per patient with the request letter on the first page
 - b. **.tiff** version 4, 5, or 6
 - c. Intel format (little-endian byte order)
 - d. CCITT Group 4 Compression
 - e. Black & White color (Bitonal)
 - f. 200x200 dots per inch (DPI) resolution

The doctor will need to physically sign (wet signature) all reports. Group the records based on whether there is a 2-D/enhanced barcode on the request letter that looks like the barcode below.

Records with 2-D barcodes should be submitted together and records without the 2-D barcode should be submitted together. In the group of records with the barcode, the 2-D barcode will need to be included on the first page of the documents.

Note: The barcode is essential for properly routing records and reports to the appropriate claimant's electronic disability claims folder. Please be careful not to alter the readability of the barcode (e.g., writing over the barcode or date-stamping the barcode). This is particularly important for providers who are scanning copies of the DDS request letter which will later be uploaded via the Electronic Records Express website (i.e., using the Send Grouped Files and Send CE Report with Scanned Signature options).

Step 1—Destination and Documentation Information

Select this bullet if the first page of your documents contains a 2-D barcode

Select the Destination

Select this bullet if the first page of your documents does not contain a 2-D barcode

Step 1—Destination and Documentation Information

- Enter the three character Site code from the barcode. The Site code begins with a letter which is followed by two digits. If you make a mistake you may backspace and enter the correct letter or digits;

or

Select the “State” from the dropdown. After choosing the State, the Destination list is refreshed to only list the offices in the State you selected. Select the “Destination” from the dropdown;

or

Select the “Destination” from the dropdown.

- There are two bullets to choose from on this page. Select the first bullet if the first page of your documents has an enhanced 2-D barcode that looks like the barcode below (the barcode may not display the DR field):



RQID: 123456789012345 SITE: S27 DR: F
SSN: 123456789 DOCTYPE: 001 RF: D CS: 9be8

or

- Select the second bullet if the first page of your document does not contain a barcode.
- Select the “**Continue**” button to proceed to Step 2.

Step 2—Attach and Upload Files

Electronic Records Express

Send CE Report(s) with Scanned Signature
Attach and Upload Files (Step 2 of 3)

Destination and request summary:
Destination: XX - DEMO/TEST DDS [S99]
These grouped files are being submitted WITH a 2-D barcode.
[Edit](#)

Attach and upload files:
A maximum of 8 files can be added and all files must not total more than 50MB.
Uploaded files must be ttf, tiff, jpg, bmp, mdi, pdf or zip types.
Zipped files can only contain any of the above types.

File 1: P:\final.jpg [Browse...](#)
[Clear File 1](#)

[Add Another File](#)

[Cancel](#) [Prior Page](#) [Submit](#)

You can include up to eight (8) files in a submission. If you need to submit more than eight files for a single request, you will have to perform multiple uploads.

Step 2—Attach and Upload Files

- Review the Summary Information and verify the accuracy of the information selected in Step 1. If any of the information is incorrect, make the corrections by selecting the “**Edit**” button.
- Select the “**Browse**” button to select a file to send. (Do not send files that are password protected.) The “Choose file” window will appear on your screen.
- Locate the file you wish to send and click the file name with your mouse to highlight the file name. The document’s file name will be inserted into the “File name” box at the bottom of the “Choose file” window.
- Next click the **Open** button. The “Choose file” window will close and the Electronic Records Express website will show the file name displayed in the

box to the left of the “**Browse...**” button. If you have chosen the incorrect file, click the “Clear File 1” button to clear the “File 1” field.

- Select the “**Add Another File**” button to send additional files. *Only files for the SSN entered in Step 1 can be sent with this transaction.*
- Select the “**Submit**” button to forward the information to the Destination selected in Step 1.

Step 3—Confirmation

The screenshot shows a web browser window titled "Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 - Alpha CI". The address bar shows "https://secure.ssa.gov/apps7/ERE/CESS/submit.do". The page content includes the Social Security Online logo, the title "Electronic Records Express", and the subtitle "Send CE Report(s) with Scanned Signature Confirmation (Step 3 of 3)". The main message states: "Your information has been submitted and will be processed." Below this, the following details are listed:

- Confirmation Number: 1173B422A8C5279F
- Date and timestamp: 01-02-2008 at 11:07 EST
- Barcode Present: YES
- Destination: XX - DEMO/TEST DDS [S99]

A note states: "You will be notified by email if there are any errors or problems that prevent us from processing your submission." Below this is a table showing the file details:

File Name	File Size
final.jpg	137.0 KB
Total file size: 137.0 KB	

Below the table, it says "Thank you for using Electronic Records Express." and provides two buttons: "Send Another Report" and "Home".

Step 3—Confirmation

- After the website uploads, a confirmation page is displayed to notify you that the transaction has been submitted. A confirmation number is generated for your reference. The confirmation page indicates the specific files that were transmitted.
- In the unlikely event that you do not receive the “Confirmation” page, you should resubmit the materials.
- If you continue to have transmitting problems, contact the Electronic Records Express Website Help Desk at EETechSupport@ssa.gov or 1-866-691-3061.

- If you have additional CE's to send, you can select the "**Send Another Report**". This will take you to Step 1 of sending CE Report.

NOTE: It is **strongly recommended** that you print or take a screenshot of the Confirmation page for your documentation. To print the confirmation page, simply select "Print" located at the top right corner of the page. This print link works the same as if you selected File and Print from your browser's menu.

You cannot bookmark and save a confirmation page, and you will not be able to retrieve a Confirmation Page at a later time from the SSA/DDS after exiting the Confirmation Page webpage.

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.